

17 May 1965

MEMORANDUM FOR: Director of Training

SUBJECT : Proposed Schedule of Courses for FY 1966,
Headquarters Training, Operations School

1. I request your approval of the proposed schedule of courses for FY 1966 to be conducted by the Headquarters Training Branch, Operations School.

2. The attached schedule has been coordinated with C/AIB/R/TR for room space. Following your approval I will submit the schedule to the DDP/TRO for his concurrence. C/AIB/R/TR is interested in obtaining approvals and concurrences as soon as possible so that the course schedule can be published for the customer components.

3. The proposed schedule is contingent on filling existing vacancies in Headquarters Training as well as obtaining qualified replacements for personnel who will be rotating out of HT during the coming year. The existing vacancies requiring the most urgent attention are a chief instructor for the CI Operations Course and CI Course and an assistant instructor for the Support Services Course.

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Chief, Headquarters Training

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Attachment: As indicated

CONCUR:

Chief, Operations School

APPROVED:

Director of Training

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Third Revision: 17 May 1965

Headquarters Training Branch/Operations School

Proposed Schedule of Courses FY 1966

Clandestine Services Review (Hq) F/T

14 September - 23 September
7 December - 16 December
22 March - 31 March

Chiefs of Station Seminar (Hq) H/T

4 October - 22 October
31 January - 18 February
9 May - 27 May

Support Services (Hq & 1000 Glebe) F/T Glebe 1st-4th; Hq 5th-8th

25 October - 17 December
25 April - 17 June

Records Officers (Hq) H/T

30 August - 3 September
15 November - 19 November
28 February - 4 March
16 May - 20 May

Clandestine Services Name Check (Hq) F/T

7 September - 13 September
1 November - 5 November
29 November - 3 December
3 January - 7 January
14 February - 18 February
7 March - 11 March
11 April - 15 April
27 June - 1 July

Counterintelligence Familiarization (1000 Glebe) F/T

20 September - 1 October
15 November - 26 November
17 January - 28 January
21 March - 1 April
25 April - 6 May
6 June - 17 June

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Counterintelligence Operations (1000 Glebe) H/T

4 October - 22 October
31 January - 18 February
4 April - 22 April
9 May - 27 May

Counterintelligence [] (1000 Glebe - [] F/T

29 November - 17 December
28 February - 18 March
6 June - 24 June

Covert Action Operations (Hq) H/T

27 September - 15 October
24 January - 11 February
9 May - 27 May

[] (Hq) H/T

25 October - 5 November
11 April - 22 April

[] (Hq) H/T

29 November - 3 December

Information Reporting, Reports and Requirements (1000 Glebe) F/T

13 September - 1 October
1 November - 19 November
10 January - 28 January
28 February - 18 March
11 April - 29 April
6 June - 24 June

Information Reports Tutorial (1000 Glebe) F/T

12 July - 16 July
19 July - 23 July
11 October - 15 October
18 October - 22 October
6 December - 10 December
13 December - 17 December
7 February - 11 February
14 February - 18 February
28 March - 1 April
9 May - 13 May
16 May - 20 May

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Advanced Operations Seminar (Hq) F/T

11 October - 22 October
7 February - 18 February
11 April - 22 April (f)

Scientific and Technical Operations (Hq) F/T

15 November - 3 December
31 May - 17 June

Project USEFUL (Hq) F/T

18 October - 29 October

Administrative Procedures (1000 Globe) F/T

16 August - 27 August
18 October - 29 October
17 January - 28 January
11 April - 22 April
20 June - 1 July

Operations Support (1000 Globe) F/T

30 August - 24 September
1 November - 26 November - 2 holidays
21 February - 18 March - 1 holiday
2 May - 27 May

Budget and Finance Procedures (1000 Globe) F/T

27 September - 15 October
29 November - 17 December
21 March - 8 April
31 May - 17 June

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MEMORANDUM FOR: Director of Training
Chief, CI Staff

SUBJECT: Proposed Clandestine Services C.I.
[redacted] Training Course

REFERENCE: Memorandum for DD/P/TRO from Chief, CI/R&A,
dated 8 December 1964, subject, Draft Proposal
for Clandestine Services C.I. [redacted]
Training Course

1. At the January 25, 1965 meeting of the Clandestine Services Training Board, the proposal contained in reference memorandum was considered. The Board approved the proposal in principle agreeing that such a training course should be initiated at the earliest date possible.

2. During discussion of the proposal the Board reached certain conclusions:

a. While recognizing that [redacted] is a basic C.I. tool, this skill is also necessary in other aspects of C.S. operations. The course content should reflect this fact.

b. The need for a capable officer to be assigned as Chief Instructor is paramount.

c. It is believed that the proposal to present this course six times during C.Y. 1965 to be overly ambitious. Addressees should plan on three runnings this year and increase the number later as feasible.

3. Addressees are requested to designate officers from their respective components to be responsible for the further development of this training course. The DD/P/TRO is prepared to assist.

[redacted]
Executive Secretary,
Clandestine Services Training Board

Dist: Orig & 1 - DTR
2 - C/CI
1 - CI/TRO

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1 - C/OPSER
2 - Ex. Sec/C.S.Tr. Bd.

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deliberate aim of developing and testing the content, method,
and time required to achieve the end most desired by the
Clandestine Services.

Chief, Operations School/TR

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AGENDA

Clandestine Services Training Board

Meeting No. 2

1. Minutes of Meeting No. 1
2. Executive Secretary's Report
3. Basic PM Course - proposal for revision
(ITEM No. 1, Meeting No. 1)
- ✓ 4. Proposed CI Course
(Copy of proposal attached)
5. ADD/P memorandum to Executive Secretary/C. S.
Training Board, Subject: Proposal for a Two-
Year JOT Training Program
(Copy attached)

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